

## YMCA OF LAUREL HIGHLANDS CHILD WATCH PARENTAL INFORMATION SHEET

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**Hours of Operation:** Monday-Thursday, 8:45-11:45 a.m. and Tuesday/Thursday, 5:00-7:30 p.m.

**Maximum time of 2 hours per child watch session is allowed for each child**

**AGES:** Minimum age is 18 months. The child watch room is equipped with age-appropriate equipment and activities through age 8. Older children should bring an activity, book or homework if applicable.

**FACILITY:** Depending on the number of children and their ages, the outside play area may be used as time and weather permits.

**SIGN IN/OUT:** Parents must sign in each child upon arrival using the child watch tablet. First and last names and phone # are required. Parents must indicate where, in the facility, they can be located should they be needed. Parents must sign the child out when they pick them up. Parents cannot leave the YMCA facilities when their child is in child watch.

**FEE:** Two dollars (\$2) per hour, per child. Minimum charge per visit is \$2.00. Maximum visit per shift that child watch is to be used is 2 hours.

**FOOD:** No food is permitted in the child watch room. Non-spill (sippy) cups for toddlers may be sent.

**TOYS/  
Electronics:** To avoid problems with sharing and breakage of your child's personal toys or games, please do not bring any such items into the YMCA child watch. This includes electronic devices. If children do bring electronic devices into the child watch area, the YMCA staff reserves the right to monitor the games/videos that are watched. If not appropriate, the device will be set aside until the parent/guardian returns.

**LABELING:** All items brought to the child watch room must be labeled with child's name. This includes diaper bags, bottles, cups, pacifiers, etc.

**DISCIPLINE  
POLICY:** When a child demonstrates aggressive physical or verbal behavior or refuses to comply with staff requests for appropriate behavior, the following policy will be followed:

1. Redirection—staff will explain what is wrong and then redirect child's attention to something else
2. Warning—if behavior continues after redirection, a warning will be issued stating that if the behavior continues, the child will be given a time-out
3. Time-out—child will be asked to sit on a carpet square located outside of the play area in the child watch room for a time equivalent to the child's age

If a child refuses to take a time-out or behavior continues after a time-out has been served, the parent will be summoned to remove the child from child watch. Incident reports will be used to document continued aggressive/disruptive behavior. When incident reports are issued regularly for any particular child, a meeting with the parent will be requested to discuss whether it is appropriate for the child to continue to come to child watch.

**ILLNESS:** Children who have been sick within the past 24 hours should not be brought to the child watch room. Children with communicable diseases may come to the facility ONLY within physician prescribed time period. Children who become ill during care must be removed from the facility. Children with runny noses or eyes, with a colored discharge, are not permitted as this may be a symptom of infection. Children demonstrating open lesions, of any sort, will not be permitted to stay in the child watch room. Should this be questionable, it is at the discretion of the child watch staff whether or not a child can be accepted for care in the child watch room.

**DIAPERS/  
TOILETING:** Children should be changed or toileted PRIOR to admittance to child watch. Diapers cannot be changed by staff. Parents will be notified and must come immediately to change soiled diapers. Please place soiled diapers in plastic bags before putting in garbage can. Bags are available. Parents of children who are potty-trained will be asked to sign a release allowing child watch staff to assist their child with clothing issues (buttons, zippers, etc.) in the bathroom. Staff are not permitted to help with wiping or other bathroom issues. If assistance with these issues is needed, the parent will be summoned to provide the necessary assistance.

**MASK  
POLICY:** Face masks are required for all children ages 2 and older.

**\*\*\*RULES ARE FOR THE SAFETY AND WELL BEING OF THE CHILD!**

Revised 5/26/21